

**2008 Council Chairs/Coordinators Meeting  
- General Staffing Roles –**

**I. NMSP STAFF - HQ**

**Karen Brubeck**

- ❑ Plan, coordinate and facilitate entire meeting/week
- ❑ Coordinate substance of the meeting (agenda, case studies, presentations, talking points, schedules, documents in binder, etc)
- ❑ May 12 - Lead/facilitate Coordinator Only Session
- ❑ May 13 – Overview of Meeting, facilitate where necessary
- ❑ Reception – whatever is necessary (Krista is lead)
- ❑ Field trip – whatever is necessary (Krista is lead)
- ❑ May 15 - Facilitate where necessary, Close Out Session
- ❑ Chairs Summit – attend, assist, note actions
- ❑ Talking Points – draft talking points for Karen and Dan
- ❑ Coordinate and implement **all logistics** for meeting
- ❑ Hotel/Room Block (lead on hotel contract, room block, food, meeting rooms, equipment, welcome packets, etc)
- ❑ Work with local chamber of commerce for welcome/information packets
- ❑ Room Set-Up (lead on ensuring room set-up is appropriate at hotel and other venues)
- ❑ Equipment (lead on arranging for equipment at hotel and other venues if needed)
- ❑ Food (lead on all food, except field trip and reception)
- ❑ Transportation Coordination (lead on transportation, except field trip)
- ❑ Budget tracking
- ❑ Coordinate payment to all vendors (NMSF pays)
- ❑ Troubleshoot (room set up, equipment, acoustics, food, etc) and ensure all logistics flow smoothly

**Liz Moore**

- ❑ Attend entire meeting, including Coordinator Session, reception, field trip and Chairs Summit
- ❑ Receive input and participate in discussions throughout meeting, including council coordinator only session
- ❑ Conduct sessions

**June Cradick**

- ❑ Attend entire meeting, including Coordinator Session, reception and field trip
- ❑ Rent car and drive council coordinators to Tuesday session (Karen also rents car too; Krista drives govt car)
- ❑ Take care of international folks, if in attendance
- ❑ Conduct any sessions, as needed
- ❑ Assist with meeting, as needed

**Dan Basta**

- ❑ Attend meeting May 13, 14, 15 (includes meeting days, reception, field trip and Chairs Summit)
- ❑ Receive input and participate in discussions throughout meeting
- ❑ May 13 State of the NMSP; May 14 Chairs Summit; May 15 Closing Remarks

**TBD staff person**

- ❑ Staff person to take notes May 13 and 15
- ❑ Staff person to load and bring up powerpoints

**II. NMSP STAFF - MONITOR****Meeting Planning (Krista)**

- ❑ Recommend hotels, caterers, meeting and reception venues
- ❑ POC for The Mariners' Museum
- ❑ Provide suggestions/language to Karen for travel and meeting logistics (airports, transportation, sightseeing opportunities, weather, etc)
- ❑ Lead on planning and conducting the reception (see below)
- ❑ Lead on planning and conducting the field trip (see below)

**During Meeting (Krista)**

- ❑ "Host" meeting participants – attend events and meeting, answer local questions, welcomes, etc (Krista and Dave)
- ❑ May 12 – Krista provides brief welcome and tour of Monitor offices
- ❑ May 13 – Dave Alberg provides brief welcome, introduces Monitor staff and presentation on Monitor
- ❑ **Field Trip**
  - Select field trip location
  - Coordinate all logistics for field trip
    - Transportation to and from (in consultation with Karen—use one bus company and contract for entire meeting; NMSF pays)
    - Food for entire day (in consultation with Karen—use same caterer and contract for entire meeting; NMSF pays)
    - Other – TBD?? (Docents? Tours? Etc)
- ❑ **Reception**
  - **Monitor Staff Roles (Krista)**
    - ❖ Coordinate all with Mariners' Museum
      - Docents stationed in the Monitor Center to answer questions.
      - Work with MM on venue and people
      - Work with MM to determine invites to reception
    - ❖ Coordinate with NMSF/Nathan on all necessary items

- ❖ Coordinate invitations to reception
  - Work with Nathan to develop e-vite (review only; NMSF develops e-vite)
  - Create reception e-vite list (Work with Monitor NMS staff, Mariners' Museum staff, Kate Thompson/NMSP HQ staff and NMSF)
  - Monitor co-host on e-vite
  - Provide e-vite list/email to NMSF/Nathan so they can email out; ensure they go out in timely manner
- ❖ Develop and facilitate evening program
- ❖ Select caterer/food/drink (in consultation with Karen—one caterer and contract for entire meeting; NMSF pays bill)
- ❖ Create name tags
- **NMSF Staff Roles – Reception Only**
  - ❖ Pay all reception-related bills
  - ❖ Sign all reception-related contracts (caterer, bus, etc)
  - ❖ Develop reception e-vites (consult with Krista)
  - ❖ Distribute reception e-vites (Krista will provide email list)
  - ❖ Co-host on reception e-vite
  - ❖ Staff member attend reception and says a few words (??)

### III. NMSP STAFF - REGIONAL DIRECTORS

#### Meeting Planning

- Work with sanctuary superintendents, council coordinators and councils within their region to identify ONE case study for the region. The council chair will present the case study. See “Case Study Guidelines” in email from Dan.
- Council chairs and coordinators will break out by region. NMSP headquarters staff will move among the groups. The regional directors will facilitate their region's session. Each regional director will briefly and informally (i.e. no powerpoints) discuss what the region is doing, the value added and potential connections to the councils. Keep in mind, these will be **informal discussions**, allowing chairs and coordinators an opportunity to meet and interact with their regional director. The NMSP would like to encourage use of this session for “cross-pollination” of councils and issues within the region - - identification and discussion of common opportunities, collaborations, projects and improvements. Plan accordingly for the session.

#### During Meeting

- Attend Tuesday, May 13 meeting day and reception.
- Attend chair's case study presentation and be on hand for questions.
- Attend and facilitate the break out sessions with the council chairs and council coordinators.
- Identify the chair or coordinator to report out to the larger group.

#### **IV. NMSP STAFF - COUNCIL COORDINATORS and SUPERINTENDENTS**

##### **Meeting Planning**

- ❑ Provide input on and information for all meeting-related documents, as necessary (coordinator)
- ❑ Distribute all meeting-related information to superintendent and/or council, as necessary (coordinator)
- ❑ Ensure that appropriate items get on the council agenda in preparation for the meeting, as necessary (coordinator/superintendent)
- ❑ Come prepared to discuss any questions about the council performance measure and volunteernet. (coordinator)
- ❑ Come prepared to discuss the “state of the councils”. A short form will be completed prior to the meeting that will “survey” the council coordinators for the “state of their council” (e.g. How is your council weathering the budget constraints of the past few years? What is working well, what is not?). Information from the surveys will guide discussion.
- ❑ Bring topics of discussion for the “open discussion session” during council coordinator day. (coordinator)
- ❑ Work with your regional director to identify ONE case study within the region that a chair will present. (council coordinator and superintendent)
- ❑ Assist council chair with case study if your site is selected for the regional case study.

##### **During Meeting**

- ❑ Attend and participate fully in the meeting. Council coordinator discussion, concerns, and ideas are vital to the success of every day of the meeting. (coordinator)
- ❑ “Staff” your chair ensuring they have appropriate information, meet other meeting participants, and assist with any presentations, copies and the like. (coordinator)

#### **V. NMSF STAFF - GENERAL**

- ❑ Pay all bills (hotel, bus, caterers, reception, etc)
- ❑ Sign all contracts (bus, caterer, hotel, etc)
- ❑ Develop reception e-vites (consult with Krista)
- ❑ Distribute reception e-vites (Krista will provide email list)
- ❑ Co-host on reception e-vite
- ❑ Staff member attends reception and speaks briefly (??)

#### **VI. OTHER STAFF/PRESENTERS AND OBSERVERS**

- ❑ VolunteerNet – Kate Thompson and Matt Dozier
- ❑ Dave Alberg

- ❑ Reauthorization – Michael Weiss
- ❑ Region Directors – Allen Tom, Reed Bohne, Billy Causey, Bill Douros
- ❑ MPR – Ed Lindelof
- ❑ Program Evaluation Session – Liz Moore and Helene Scalliet
- ❑ International observers – TBD